

Details Job ID: 350

Title: HVAC Specialist **Job Code:** 1016

Salary: \$2,603.00 (Monthly) **Grade:** 10

Tenured: YES

Job Departments

Administrative Services - Real Property

Purpose

PRIMARILY RESPONSIBLE FOR OVERSIGHT SPECIFIC PROJECTS IN HEATING & AIR CONDITIONING, AND GENERAL CONSTRUCTION, RENOVATION PROJECT MANAGEMENT.

Required Qualifications

Education: 2 Year Degree in Related Field

Education Substitute: Experience for Degree @ 1:1

Experience: 5 Years of Related Experience

Job Required Knowledge

- 2 YEAR DEGREE MUST BE IN HVAC AND INCLUDE A HVAC LICENSE
- 5 YEARS RELATED EXPERIENCE MUST IN HVAC

Job Skills/Abilities

- MICROSOFT OFFICE
- COMMUNICATION SKILLS
- TRAVEL STATEWIDE

Job Duties

- PROVIDES OVERSIGHT ON HEATING AND AIR CONDITIONING ISSUES
- PROVIDES OVERSIGHT ON ROOF, WINDOW, AND OTHER PROJECTS
- DRAWS PLANS AND WRITES SPECIFICATIONS
- ATTENDS BID OPENINGS
- ASSISTS COUNTY OFFICIALS AND PROFESSIONAL SERVICE PROVIDES IN RESOLVING ISSUES
- OTHER DUTIES AS ASSIGNED

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